r Release 2001/07/28 : CIA-RDP78-03090A000100110036-9

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SPECIAL BULLETIN

OFFICE OF TRAINING

25X1A

[redacted]

8 September 1969

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (3-70)

DATES 19-24 October 1969 (Sunday afternoon - Friday afternoon)

LOCATION [redacted] 25X1A

OBJECTIVES To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and familiarization with the Agency's overall planning system.

FOR Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers.

Grade level: GS-13 and GS-14

DESCRIPTION A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation on the Agency's overall PPB system.

25X1A [redacted] this course features active learning through pre-course work, team problem-solving, and case study. Formal lectures are kept at a minimum.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

(Over, please)

GROUP 1
Excluded from automatic downgrading and declassification

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PRECOURSE WORK	Approximately 20 hours. Material to be sent out on or about Wednesday, 1 October 1969.
REGISTRATION	Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe by Wednesday, 24 September 1969. No substitutions to be made after that date because of extensive precourse work requirements.
TRAVEL ORDERS AND COST	Responsibility of participating office.
ADDITIONAL INFORMATION	On course content, call extension [redacted] On registration, extension

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